

PASRR Process – Exemptions and Attachments

Exemptions

In some cases, an individual may have a positive Level 1 PASRR, but still qualify to be placed in an NF. In order for this to occur *without* an Onsite Assessment being completed, an Exemption has to be submitted with the PASRR.

- Click on the Exemption box you wish to choose for the applicant.
- Failure to attach the required documentation for the chosen exemption may result in a Technical Denial.

The following are the exemptions that can be chosen in addition to what needs to be attached with the exemption:

- **Hospital Exemption:** Attach signed *Physician's certification*.
- **Dementia:** Attach *signed Physician's certification and documentation supporting Dementia diagnosis*.
- **Terminal Illness:** Attach *signed Physician's certification and documentation supporting terminal illness diagnosis*.
- **Short-Term Convalescence:** Attach *signed Physician's certification*.
- **Severity Of Illness:** Submit *medical documentation along with signed Physician's certification*.

Enter in the **PASRR Physician** and **PASRR Physician Signature Date** in the designated boxes.

- At this point, you should only attach medical records. **DO NOT** attach PASRR physician's signature page until the PAE is finalized and a printable copy has been made by clicking the "Produce Printable Copy" button available later in the process.
- If a PASRR exemption was chosen, then you must attach documentation (see below).
- Click the "OK button," located at the top of the page.
This will submit the PASRR. To review the PAE's State, go to the Patient/Provider Info tab. It will now read: "Awaiting Technical Validation and Preparation"

Add Attachments

- **The following attachments must be submitted with Exemptions:**
 - All Exemptions must have:
 - Signed Physician's Certification
 - Dementia, Terminal Illness, Short-Term Convalescence, and Severity of Illness also need:
 - Documentation supporting medical diagnosis or need
 - *Have those documents ready in your computer system*
- Look to the right of the **Actions** box and locate the word "**File**" in red (this is notification that you need to attach your documents)
- Go to the **Actions** box and left click the drop down arrow
- Left click on "**Add File**" item (this will generate an "Add File Attachment" window)
- Type patient's last name in **Name** field
- Left click the "**Browse**" button (this will take you to Microsoft Word).
- Locate the MS Word file attachment that was scanned and saved to either "My Documents", to Desktop or a File Name.
- Left click to only **highlight** the attachment(do not open attachment/s)
- Click the "**Open**" button on bottom right side of page (this will return the attachment to the **Path** field on the **Add File Attachment** window
- *Make sure box is checked "**On Success, Automatically Close This Window**"
- Click "**Upload and Attach File**" button
- The **Add File Attachment** window will disappear. The word "**File**" that was in "red" should now turn "green" (repeat process if necessary)
- Once all attachments are made, click "**OK**" at the top of the screen